



# *Alexandria Police Department*

## Directive 5.4



# IN-SERVICE TRAINING

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## CONTENTS

5.4.01	POLICY/PURPOSE
5.4.02	DEFINITIONS
5.4.03	RESPONSIBILITIES
5.4.04	SELECTION FOR SPECIALIZED TRAINING
5.4.05	ROLL CALL AND DEPARTMENT TRAINING
5.4.06	MANDATORY IN-SERVICE TRAINING
5.4.07	FAILURE TO MEET REQUIREMENTS

### 5.4.01 POLICY/PURPOSE

Training has been cited as one of the most important responsibilities in any law enforcement agency. The Training Section of the Personnel and Training Division is responsible for developing and administering the various training programs within the Police Department. The Training Section is committed to recommending valuable and appropriate training programs in the academy and continuing education courses so that department personnel may deliver quality police service to the community. The Section is responsible for notifying employees of various outside training opportunities that are available.

It is the policy of the Police Department to maintain a training function capable of ensuring that new skills are developed, existing skills are improved and updated, state requirements are met, standards are maintained in high liability areas, and personnel are consistently made aware of new technologies and techniques. The Training Section is responsible for the application of such training.

This Department has four (4) major concerns in its training programs. They are: department needs; career development opportunities for all employees; compliance with Commonwealth of Virginia mandated training requirements; and compliance with related accreditation standards. It is imperative that the selection and assignment of employees to attend training schools be based on these concerns.

**5.4.02 DEFINITIONS**

**Candidate** - an employee of this Department who meets the criteria required for attendance set forth by the sponsor institution and this Department.

**Managerial Development Training** - is considered, for the purpose of this policy, to be advanced managerial training provided by the FBI National Academy, the Southern Police Institute, Northwestern University Traffic Institute, PERF's Senior Management Training or other recognized advanced managerial training seminar.

**Skills Development Training** - is considered to be the training or retraining of an employee to further enhance and develop in a career special assignment (i.e., an officer transferred to Vice/Narcotics is given the opportunity to attend a drug investigation seminar or a breathalyzer operator is retrained for certification).

**Training Supervisor** - is the employee assigned to the Training Section of the Personnel and Training Division, with the responsibility to manage the training process and coordinate the training needs of all employees within this Department.

**Unit, Section, or Division /Roll Call Supervisor** - Supervisor responsible for conducting roll call. Units, Sections, or Divisions may or may not have roll call, but a supervisor should be designated to coordinate Unit, Section, or Division level training.

**Unit, Section, or Division /Roll Call Training** - Training conducted at the Unit, Section, or Division level.

**Unit, Section, or Division Training Coordinator** - The supervisor/officer assigned training coordination duties for a shift, Unit, Section, or Division.

**5.4.03 RESPONSIBILITIES**

**A.** It is the responsibility of candidates to:

1. Indicate a desire to attend a training session by submitting a memo to the Chief of Police through the Unit, Section, or Division Training Coordinator and the Training Supervisor; and

**B.** It is the responsibility of the Unit, Section, or Division Training Coordinator to:

1. Coordinate training for their shift, Unit, Section or Division with the Training Supervisor. This includes MIR requests, Firearms training and any other training needs or requests their shift, Unit, Section or Division may require.

**C.** It is the responsibility of the Training Supervisor to:

1. Stay abreast of current training needs within the Department and evaluate available training in the public sector that will fulfill those needs.

2. Announce proposed managerial and skills development training to Police Staff via the Department's e-mail system.
  3. Keep supervisors informed of available training via e-mail to police staff.
  4. Confirm with the commander of Fiscal Management that monies are available for the training.
  5. Submit candidates' requests through channels, and Fiscal Management, if there are potential City costs involved, to the Chief of Police.
  6. After the Chief's approval ensure that funds are deducted from the training budget, if appropriate and advise the candidate to arrange for registration, transportation and lodging.
  7. Update records of employees following their participation in training programs.[33.1.6]
- E. It is the responsibility of commanders to ensure that the training needs of employees assigned to them are met. This can be accomplished by notifying the Training Coordinator and the Training Supervisor of the specific needs of the Unit, Section or Division and recommending appropriate training, remedial training or re-training, as required. [33.1.5]
- F. It is the responsibility of the Chief of Police to select a qualified candidate bearing in mind the needs of the Department.
- G. It is the responsibility of the Division Chief of Fiscal Management to arrange for funding, if available, for the approved training.

<b>5.4.04 SELECTION FOR SPECIALIZED TRAINING</b>
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[33.6.1]
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Eligibility for Managerial Development training is limited to the sworn rank of lieutenant or above and to the civilian position of supervisor or above. Skills Development Training is available to all employees within this Department.

**A. Managerial Development Training**

An announcement of an upcoming training session will be published via the Department's e-mail system. The notice will be published as soon as possible after the Training Supervisor becomes aware of the training. The broadcast notice will reflect the qualifications specified for candidate eligibility.

1. All interested candidates must submit a written memo to the Chief of Police through the Training Supervisor and Fiscal Management stating the following information:
  - a) nature of request (i.e., ten week seminar to develop managerial skills);

- b) name of the training session;
- c) dates and times of the session;
- d) vendor and location;
- e) amount of the funding request to include an itemized list of expenses (i.e., lodging, meals, registration, airfare, cab fare, parking fees, etc.). Fees not requested in advance may not be approved upon completion of the training.[33.1.3]
- f) Department history including your length of service, rank or position, time in grade, present assignment, time in assignment, educational background.
- g) A list of the candidate's prior managerial training.

**NOTE:** Once a memo is submitted to the Chief of Police requesting to attend the FBI National Academy there will be no need to submit another for two years. The memo will remain on file in the *Chief's Office*.

2. When selecting a candidate, the Chief of Police will also consider:
  - a) the needs of the organization;
  - b) recommendations by commanders;
  - c) the training needs of the candidate;
  - d) past performance of the candidate;
  - e) candidate's availability to attend the session in question; and
  - f) whether the candidate has previously attended a career development seminar.
3. After the Chief of Police has made the final selection based on the candidate's qualifications and the other considerations, the Training Supervisor and the selected candidate will be notified of the Chief's decision. The Training Supervisor will then inform the other candidates of the selection.
4. Requests for training funds need to be made approximately 30 days prior to the registration deadline except under extenuating circumstances when time is of the essence.
5. Candidates chosen for training must return all receipts and City funds relating to the training expenses (i.e., registration, lodging, etc.), to Fiscal Management. If personal funds are expended by the candidate and reimbursement is desired, receipts **must** accompany the request.
6. Candidates who complete specialized training will stay in their present assignments unless otherwise directed by the Chief of Police.

#### **B. Skills Development Training**

A request for training must be written in memo form through channels to the Chief of Police through the Training Supervisor and Fiscal Management (a candidate may request the training or a supervisor can request training for a subordinate).

1. The memo must contain the same information as specified under Managerial Development Training procedures above.

2. A recommendation by the commander of the candidate, as well as the Training Supervisor, must be noted or attached to the request.
3. The Chief of Police will consider the following prior to approving the request:
  - a) the needs of the organization and the candidate's assigned Unit, Section, or Division;
  - b) the training needs of the candidate;
  - c) past performance of the candidate;
  - d) recommendation of the Training Supervisor;
  - e) candidate's availability to attend the training in question; and
  - f) number and type of outside training received by the candidate within last two years.
4. The procedures after selection are the same as for Managerial Development Training.

**5.4.05 ROLL CALL AND DEPARTMENT TRAINING****[33.5.2]****A. Preparation, Testing, Evaluation, and Documentation**

1. **Preparation:** All *training courses conducted by the Department* will be *instructed* from an approved lesson plan. Lesson plans will include as a minimum; the *performance and job related* objectives, instructional methods, material to be taught, any testing to be conducted, and a list of referenced material. Lesson plans must be *submitted to the Training Supervisor at least 30 days in advance*. *All lesson plans must be approved through the chain of command of the Unit, Section, or Division, the Training Supervisor, and the Division Chief of Personnel and Training* before training can begin. Any possible costs **MUST** be reviewed in advance by Fiscal Management. [33.1.4, a-d]
2. **Testing:** After training is administered, the employees receiving the training may be tested on the material covered. The method may be oral, written, or performance type testing.
3. **Evaluation:** A written evaluation of the training given must be completed. The evaluation may be completed by each employee attending the training, or by the supervisor of the group receiving the training. Evaluations are not routinely required after completion of roll call training.
4. **Documentation:** Whenever Unit, Section, or Division training (as defined below) is administered, the person conducting the training will provide the Training Supervisor with a completed lesson plan, a roster of employees who attended the training, a copy of the testing results, if applicable, and a completed evaluation. If the training is given by someone outside the Department, it is the

responsibility of the group supervisor to provide the Training Supervisor with the roster, testing results, if applicable, and an evaluation. In some instances, the lesson plan will be provided by the Training Supervisor.

**B. Types of Unit, Section, or Division Training**

1. **Annual Legal Update:** Unit, Section, or Division training may be used to conduct an annual legal update with the Commonwealth's Attorney's Office. During this time, the Commonwealth's Attorney advises employees of any changes to the State Code and allows time for questions concerning the Code or questions concerning the operation of the Commonwealth's Attorney's Office. [33.5.1]
2. **Policy Changes:** Whenever a new Police Directive, Amendment, Training Bulletin, Standard Operation Procedure, or other instructional material is issued, Unit, Section, or Division training will be conducted on the material. The Directive, bulletin, or instructional material itself will serve as a lesson plan, and does not require the Training Supervisor's approval. The supervisor in charge of the group should conduct the training.
3. **Procedural Changes:** Whenever a change to an operating procedure occurs, Unit, Section, or Division training will be conducted for those employees of the Department affected. (Examples of this are: the way persons are signed into Detox; the way vehicles are dropped off at the shop after duty hours, etc.) The procedures listed in 5.4.05.A, will be followed.
4. **Service Organizations:** Organizations providing social services to the public may conduct Unit, Section, or Division training to employees of this Department, when approved in advance by the Training Supervisor. The Training Supervisor will indicate if testing or evaluation is required.
5. **Skills Practice and Review:** No formal testing, evaluation or documentation is required, but a Unit, Section, or Division level roster of employees receiving this type of training along with a report to the Unit, Section, or Division Commander on results and suggested changes is recommended.
6. **Knowledge Update or Review:** No formal testing, evaluation or documentation is required, but a Unit, Section, or Division level roster of employees receiving this type of training along with a report to the Unit, Section, or Division Commander on results and suggested changes is recommended.
7. **Annual Infectious Disease Control:** Unit, Section, or Division training may be used to conduct an annual update on issues or procedures dealing with infectious disease control. *The Designated Infection Control Officer is responsible for administering this training.*

**C. Responsibilities**

1. **Instructor:** If the instructor of the Unit, Section, or Division training is an employee of this Department, his or her responsibility is to make sure there is an approved lesson plan on file or provide the Training Supervisor with a copy of the lesson plan *30 days* prior to the instruction, and that the procedures outlined in 5.4.05.A are followed. [33.1.4]
2. **Unit, Section, Division /Roll Call Supervisor:** If the instructor of the Unit, Section, or Division training is not an employee of this Department, it is the responsibility of the unit/roll call supervisor to follow the procedures outlined in 5.4.05.A.
3. **The Training Supervisor will:**
  - a. assist the Unit, Section, or Division training coordinator/supervisor in scheduling various types of roll call training; and
  - b. provide assistance to instructors preparing training, to include instructor development, teaching techniques, coordinating material and training through the Northern Virginia Criminal Justice Academy and providing materials and training aids.

**5.4.06 MANDATORY IN-SERVICE RETRAINING**

As a general rule, Mandatory In-Service Retraining (MIR) is provided through the Northern Virginia Criminal Justice Training Academy (NVCJTA) *and associated academies*. [33.2.3]

Prior to the beginning of each calendar year the Training Supervisor will furnish division and section commanders with a roster of members in need of MIR for the following year. The MIR Roster will identify members in need of mandatory in-service retraining (MIR) and the hours they have accrued.

The MIR Course Catalog is available on-line through the Northern Virginia Criminal Justice Training Academy's website: <http://www.nvcja.org/InServiceTraining.aspx>

NOTE: In-Service course dates are subject to change by the Northern Virginia Criminal Justice Training Academy (NVCJTA).

- A. Division or Section commanders will ensure that all officers involved are enrolled in sufficient Academy courses to satisfy their MIR requirement, and are notified well enough in advance to avoid conflicting scheduling of court and annual leave.
- B. The Training Supervisor will distribute an updated MIR Roster provided by the Academy to Commanders on an as needed basis. The Academy tracks training by the hour; therefore, the roster will identify accrued hours for each individual.

- C. In the event officers cannot attend MIR as scheduled, they must notify their Unit, Section, or Division training coordinator and their Unit, Section, or Division commander through channels as early as possible. Division or section commanders will ensure that their Unit, Section, or Division training coordinator is notified so arrangements can be made for rescheduling. [33.1.2]

NOTE: Personnel enrolled in training, who are unable to attend on the day the training starts, must notify:

1. Your supervisor;
2. An Academy Staff member (phone: 703-729-4299);
3. The Unit, Section, or Division Training Coordinator; and
4. The Personnel and Training Supervisor.

#### **5.4.07      FAILURE TO MEET TRAINING REQUIREMENTS**

The importance of meeting the requirements associated with Mandatory In-Service Retraining cannot be over emphasized.

Code of Virginia § 9.1-115, states every person who does not comply with minimum training standards within the established time shall forthwith forfeit his office, upon receipt of notice by certified mail. Such forfeiture shall create a vacancy in the office and all pay and allowances shall cease.

Further, it shall be the duty of the Chief of Police of any agency employing a person who fails to meet such training standards to enforce the provisions. Willful failure to do so shall constitute misfeasance of office, and, in addition, upon conviction, shall constitute a Class 3 misdemeanor.

**By Authority of:**

**Earl L. Cook**  
**Chief of Police**